

RICK & ISABELLA PIÑA

THE AI SHORT

How to Use Claude.

Four levels. From Ask to Automate.

Most people stop at level one. Here's what's possible when you don't.

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Four levels of working with Claude.



Most people live at level one. Climb higher.

1

ASK

Claude (Chat) — claude.com or the app

You type a question. Claude types an answer. The simplest, most familiar way to use AI. No setup, no install, no learning curve. Where most people live.

WHAT YOU GET

Quick answers, drafts, brainstorming, summaries, research, learning.

WHAT'S NEEDED

Free or Pro account. Browser or mobile app. That's it.

THE LIMIT

Claude can't see your files unless you upload. Doesn't act for you.

EXAMPLE *"Help me write an email to my pastor." "Explain compound interest like I'm 12."*

2

COLLABORATE

Cowork — Claude inside your apps and files

Cowork mode puts Claude on your desktop. It reads your files, edits documents, fills forms, and works your tools. You stay in the loop. Every action runs in front of you.

CONNECTORS

Outlook, Gmail, Slack, Monday, Notion, Drive — Claude reads and writes to your tools.

SKILLS

Specialized templates: meeting notes, proposals, Patreon docs, brand-locked outputs.

REAL-TIME

You watch it work. Approve actions. Edit on the fly. Course-correct mid-task.

EXAMPLE *"Format these meeting notes" · "Update this proposal" · "Organize my Downloads folder"*

3

DELEGATE

Cowork — Skills, Plugins, and Scheduled Tasks

Hand off the whole job. Claude runs in the background while you do other things. Scheduled tasks, multi-step workflows, autonomous skill chains. You get the result, not the process.

PLUGINS

Bundled capabilities: opportunity scouting, weekly briefs, sales prep, brand voice.

SCHEDULED

"Every Monday 8am, run my LinkedIn campaign and scan Outlook for bid opps."

MULTI-STEP

One ask, many actions. Claude plans, executes, and reports back when done.

EXAMPLE *"Run my weekly prep brief." "Scan Outlook for new opportunities every morning."*

4

AUTOMATE

Claude Code — Full autonomy in the terminal

The top of the pyramid. Claude runs as an autonomous agent — building software, managing repositories, deploying systems, writing production code. The level developers and power users live at.

MCP TOOLING

Model Context Protocol: Claude plugs into any system with an API.

BUILDS

Designs, codes, tests, and ships entire applications and workflows.

TEAM MEMBER

Operates like a digital engineer. Runs for hours. Reports back results.

EXAMPLE *"Build me a dashboard that pulls from QuickBooks and Monday." "Refactor my proposal pipeline."*

WHICH LEVEL are you on?

If you're still at level 1, you're using 25% of what Claude can do.

Time to climb.

Get the full breakdown → patreon.com/rickpina